

# Tracking COVID-19 Impact in PEARS

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PEARS launched a new field, called “COVID-19 Impact” that will help the evaluation team, implementing agencies, and DSHS track how local providers are adapting their programs due to COVID-19. The new drop-down menu will be available in the “General Information” section of all PEARS modules, below the “unit” field. It will consist of the following answer choices:

- ----- (default, blank / no-selection)
- New due to COVID-19
- Postponed due to COVID-19
- Modified due to COVID-19
- Cancelled / not completed due to COVID-19

## [When to use the COVID-19 Impact field:](#)

Please complete this field for all activities that were impacted in some way by the COVID-19 outbreak throughout FFY 2022. Local agencies may have to edit activities they had previously closed to complete this field if the activity was impacted by COVID-19.

Local providers should complete this PEARS field even if they have already discussed changes with their implementing agency.

Local agencies do not need to enter canceled activities that had not yet started at the time of cancellation into PEARS, unless already directed to do so by their Implementing Agency. PSE projects that were in a “planning” stage at the time of cancellation do count as in progress and should be entered into PEARS.

## [How to use the COVID-19 Tracking drop-down menu:](#)

For all past, present, and future programming that changed in any way due to the COVID-19 outbreak, local providers should choose the appropriate option from the field above.

- **None (----):** COVID-19 did not impact this activity, plan, partnership, etc.
- **New due to COVID-19:** This is a new activity, plan, partnership, etc. developed in response to COVID-19 that was otherwise unplanned.
- **Postponed due to COVID-19:** This activity, plan, partnership, etc. was postponed to a later date due to COVID-19, however it has not been cancelled.
- **Modified due to COVID-19:** This activity, plan, partnership, etc. was modified or approached differently due to COVID-19. For example, a Program Activity that was originally planned as in-person was moved to an online delivery method.
- **Cancelled / not completed due to COVID-19:** This activity, plan, partnership, etc. was cancelled entirely or before completion. Select this option *only* for activities that had been *in progress* when canceled. A PSE in a planning stage counts as being in progress. *Do not* enter canceled activities that had *not yet started* at the time of cancelation into PEARS.

If an activity was impacted by COVID-19 and marked complete, a local provider may need to edit the activity to ensure the “COVID-19 Impact” field was completed. Step by step instructions on how to open an activity for editing are available in the [SNAP-Ed Evaluation Guidance](#).

#### Due Dates:

This field should be completed for activities in quarters 1, 2, 3, and 4, if necessary, by the following dates:

- Quarter 1: January 31<sup>st</sup>
- Quarter 2: April 29<sup>th</sup>
- Quarter 3: July 29<sup>th</sup>
- Quarter 4: October 7<sup>th</sup>

Please note that due dates indicated by IAs may be earlier than the dates listed above.

#### Additional Resources:

Additional information about this field is available from PEARS support here:

<https://support.pears.oeie.org/covid-19-impact/>.

Contact the evaluation team at [SNAPEdEvaluation@doh.wa.gov](mailto:SNAPEdEvaluation@doh.wa.gov) with questions.